

## **Daily Grind Coffee Ltd Privacy Policy**

### **PRIVACY POLICY INTRODUCTION**

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Daily Grind Coffee Ltd. is committed to maintaining the highest standards of integrity in our restaurant. We may from time to time passively collect, record, store, process, transmit, and otherwise handle Personal Information about individuals. We take these activities seriously and seek to provide fair, secure, and appropriate methods for the handling of Personal Information. All such activities are intended to be consistent with both generally accepted privacy ethics and standard business practices.

### **Confirmed Consent**

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The purpose for which Personal Information is collected will be strictly for marketing or communication purposes. Consent to collect, use, and disclose Personal Information can be withdrawn at any time, subject to legal and contractual restrictions and reasonable notice.

### **Limiting collection, use, disclosure, and storage of personal information:**

#### **Collection**

1. Only required information will be collected
2. Only legal means will be used to collect personal information.

Personal Information will be obtained directly from you; and Prior to collecting Personal Information from any other source, you will be notified or your written authorization will be obtained.

#### **Use and disclosure**

Personal information will not be used or disclosed for purposes other than those specified to you, except:

- Where required by law; or
- Where reasonably necessary, to determine eligibility for a benefit; or

### **Storage of records**

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Storing Personal Information only as long as it is necessary, including for the purposes of updating the product or services or as required by law. When the Personal Information is no longer required, it will be destroyed either by shredding or other destruction methods to prevent unauthorized parties from gaining access to the information during and after the process.

### **Providing Information**

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You have the right to be informed of the nature and source of Personal Information that Daily Grind Coffee Ltd. has on its records concerning you.

Should you wish to receive a copy of the documents Daily Grind Coffee Ltd. has on its records, minimal reproduction and handling fees may be asked. You will be informed of the charge before the documents are reproduced.

You also have the right to request the correction of inaccurate, incomplete, or obsolete information in your file. If demonstrated to our satisfaction that the information held in our record is inaccurate or incomplete, we will make the necessary changes.

Any request to access or correct information held in our records should be made in writing to:

[eric@dailygrindcoffee.ca](mailto:eric@dailygrindcoffee.ca) If you are not satisfied as to how we have handled your personal information...

[eric@dailygrindcoffee.ca](mailto:eric@dailygrindcoffee.ca) We will explain our complaints handling procedure and inform you of other complaint procedures that may be available to you.